

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Copy Center Technician (Confidential)	Job Family: 5
General Classification: Front-Line	Job Grade: 10

Definition: To perform technical support in the Copy Center in duplication, finishing work, mail distribution and other support function duties.

Distinguishing Characteristics: This single position class works in the City's Copy Center, printing a wide variety of materials, often under tight deadlines. This is a full journey-level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit.

Receives general supervision from management, supervisory or higher-level clerical positions and may receive functional and technical supervision from higher-level secretarial personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Operate high-speed copiers and various finishing equipment such as folders, staplers, collators, binders, padding and cutting machines.
2. Answer phone, take messages and greet customers.
3. Maintain job register of work received; notify customers of job completion.
4. Perform routine maintenance on copier/duplicator equipment.
5. Maintain log and record of printing jobs to be charged to each department.
6. Order paper and materials, keep inventory of printing supplies.
7. Operate postage, mailing and utility billing machines.
8. Operate City vehicle and take City Hall pool cars in for cleaning.
9. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Procedures for setting up and operating high-speed copiers and related equipment; routine maintenance procedures for photocopying or related equipment; selection of appropriate paper stock and other supplies required for duplication work; simple record-keeping.

Ability to: Operate and maintain high-speed copiers and related equipment; establish and maintain effective working relationships with City staff members; work under tight deadlines; lift objects up to and occasionally in excess of 50 pounds; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and learn how to use a spreadsheet or data base programs on the computer.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of clerical and/or copy center experience. Completion of high school.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

Established January 1994

Revised July 2000

CLASS SPECS

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